GILA COUNTY:
DOCUMENT SCAN CONVERSION FOR THE GILA COUNTY RECORDER'S OFFICE
REQUEST FOR PROPOSALS-REBID NO. 092815

ADDENDUM #2:
DATE: 01/13/2016

CLARIFICATIONS: Below are answers to the questions raised by vendors regarding RFP No. 092815.

1. Will GBC or spiral bound proposals be acceptable?
   No. The proposals will need to be fed through a scanner for the evaluation committee. Please submit loose pages only.

2. Page 4 of the RFP states "The offeror shall describe how it plans to work with the customer's storage facility for the imaging work which shall take place at the storage facility," and yet the title specifies "On-Site and Off-Site Performance". Does this mean that the scope requires that we perform the scanning in Michigan? Can we ship the microfiche boxes out of the state?
   The Recorder's Office would like a detailed description on how the offeror plans on performing the work on or off site.

3. Can the project be managed from out of state?
   Yes.

4. Will the storage facility assist in transport of boxes assuming shipping methods are agreed to between end user and vendor?
   Yes, but only in preparing the shipment. The storage facility will not pay any shipping or insurance. All cost and liability will be placed on the winning offeror.

5. Can you provide samples of microfiche or at least photos of what might be considered a representative sample of the collection?
   See attached.

6. Based on the information provided, it appears there are roughly an average of 10 images per jacket. Can you confirm this is accurate or how did you develop your estimate for the total number of images?
   No, there are roughly 40-45 images per microfilm jacket.

7. While you mention that the jackets may contain positive and negative frames, is it possible that both negative and positive images are on the same fiche?
    No, all images should be in negative. However we included positive in the RFP just in case there are some that we are not aware of in the estimated 1,000,000 images.

8. You reference books and dockets. Can you tell us if any of the images are 2-up format where an open book spread is part of one microfilm frame? Or does one microfilm frame always represent one image?
    Images are of a single page.

9. As for the cropping requirements, are you asking that we crop to the frame edge or page edge? It is common for pages to be filmed on a copyboard which leaves excess area around the actual document itself, so we want to understand if you are looking for frame cropping or image cropping?
    Cropping should be completed to the point where there is no frame around the image (Image cropping).

10. Can you provide additional clarification around the indexing requirement? For example, is the data available on the header of each fiche?
    Yes, data is available on each fische, however each image will need docket/page and or fee number indexed.

11. Will there be multiple dockets or documents on each fiche or is one or more fiche always dedicated to a single docket or document?
    There are multiple documents on each fische.

12. Can you provide details on the import format for the index data?
    Tyler Technologies has provided their Image Upload format specifications. See Exhibit "B" to this addendum. Page 7 of the RFP contains the contact information for Tyler Technologies.

13. Why is this listed as a re-bid? Was the first effort to acquire these services lacking information, lacking response? Can the agency identify why this is a re-bid.
    The first time Gila County put this RFP out for bid we received four bids. The price variations were so great that we felt a more in-depth description of the services we are requesting was required.

14. Can the agency estimate the quantity of fiche? Perhaps measure an inch of fiche and count.
    Refer to page 6 of the RFP.

15. Are the fiche originals jackets or duplicates?
    Refer to page 6 of the RFP.

16. Please confirm that the fiche are not chipped. Chipped fiche will contain individual single and double frame strips inserted as "updates" and can fall out of the jackets when handled.
    The fische is not chipped.

17. Will vendors commonly encounter positive and negative items within a single fiche or is the agency expecting that the documents were filmed in batch either positive or negative?
    The fische is batched film.

18. The "Scanning Location" is defined as 400 S. Franklin St., Saginaw, MI 48607. Is the project defined for onsite scanning only or can we offer an offsite scanning location?
    Refer to page 6 of the RFP.

19. The location for scanning seems to match that of US Imaging and the specifications match almost line for line with their response to the original RFP. In addition to meeting the same specifications defined by US Imaging, can vendors offer alternate solutions that yield the same functionality in Tyler systems? Can we respectfully ask to have items associated with US Imaging's specific process removed from the requirements and rather than defining the process, define the outcome/deliverables with stated data accuracies?

    Vendors may offer whatever they wish. The requirement/wording of the RFP will not be changed.

20. Will scanning vendors be afforded direct access to the boxes of fiche or must they request them from a storage vendor without impedance?

    Yes, they will be afforded direct access once they make arrangements with the storage vendor, while keeping the Recorder's Office in the loop of communication.

21. In order to provide a competitive solution, can vendors provide an alternate solution for the fiche to be processed out of state but within the continental US?

    Yes, refer to page 6 of the RFP.

22. The specs call for gray scanning, but the delivery asks for a color jpeg. Please confirm that all scanning and delivery is in grayscale with a monochrome derivative.

    Yes, the delivery is in grayscale with a monochrome derivative.

23. The total project timeframe seems to be about 8-10 months, yet the most critical portion, scanning seems to be at a break neck speed of 30-45 days. Is there a specific reason that the scanning must be complete so quickly and is the agency open to alternate schedules?

    This is the schedule for the project. It will not be altered.

24. It is more common to process fiche through the entire process in batches so that any changes in the source format or the desires of the agency effect a smaller set of scanning. Can the agency consider a schedule were items are scanned in batches and phases 2 and 3 are performed in parallel rather than in series and allow phase 1 to span 90-120 days?

    Please see requirements of the Phases – refer to pages 7 and 8 of the RFP.

25. Regarding Image inspection. Is the agency asking for detailed review of each and every part of an image to insure that the derivative in monochrome is legible. Can the agency allow vendors to list this as a separate expense so the agency understands the cost impact of this requirement as it is considerable?

    No, the cost is to be included in the bid.

26. Regarding Manual Cropping. Manual cropping is very labor intensive, the costs associated with manual cropping to save 5-20% in file size could be considerable. Most scanners have a setting which defines how aggressively a frame is cropped. Would the agency consider an alternate solution where the grayscale is stored with a small border (or buffer) around all edges as an archival format, with the derivative tiff using a more aggressive yet automated function to crop to the border in an automated process to reduce file size?

    No.

27. Would the agency consider creating the derivative at 200dpi which is the industry standard to save file size in lieu of manual cropping?

    No.

28. Regarding Manual Document Grouping and Indexing. It is unclear from the specifications how much manual effort this will require. Vendors need to know the following in order to properly price this effort:
    a. Estimated number of documents or average pages per document – Refer to page 6 of the RFP.
    b. How a new document will be recognized
        i. Is the film blipped – This film was not blipped.
        ii. Does an AFN (auditor file number) change and does it appear on every page or just on the first page? – Each document has fee/docket/page reference number on it.
        iii. Is any type of target used or film stamping at the edge? – No.
        iv. Will the vendor be required to frequently read the pages to determine where one document ends and the next begins? – Yes.
    c. From where will the indexing information will be obtained (is it simple number at the top, or book and page only for the first item)? – Yes.
    d. Document Type is listed as a requirement in the Microfiche Scanning of Phase 1. Are vendors required to determine each document type (deed, birth/marriage certificate, mortgage, quit claim, military discharge, etc?) Are they grouped by type or intermixed? – No – refer to page 7, Phase 1-Microfische scanning.
    e. Does the agency have any microfiche index in and electronic list form that could aid the vendor in indexing? There is mention of an index that could be used for automatic indexing. Unless this index lists fiche number and frame number does the agency understand that it cannot be used for automated indexing.
       No, Gila County does not have an electronic list. The successful bidder will need to get the information off of the images.

29. Does the agency have only the one copy of these documents in microfiche format or is there a duplicate that could be used in some fashion?
    No. Gila County has an additional copy in the Recorder's Office, however, it will not be available for vendor use.

30. On page 6 of the RFP documents in the section regarding the current customer base it mentions customer reference letters and later in the RFP documents a Reference List where contact information and descriptions of projects for clients is requested. Will letters from the proposer clients signed and on their letterhead be required or will contact information of the client and detailed description of services provided with the Reference List Sheet be enough?
    Please provide both.

31. Will Fed Ex or other common courier be accepted?
    Yes, all common couriers will be accepted. Please be sure to seal your proposal packets. Please note that Fed Ex often does not deliver to the Globe area until late in the afternoon. Plan accordingly.

32. Can you tell me what type of microfiche you have such as Jacketed, COM or Step and Repeat?
    Jacketed.

33. On average, how many pages are on each piece of fiche?
    Roughly 40-45 images per fiche.

34. Is it possible for someone to take a picture of a couple fiche with a camera so we can see the format of the fiche and the quality? No sensitive date would need to be captured.
    Attached-See Exhibit "A".

35. Will the selected vendor be able to take all 34 boxes of fiche in 1 pick up?
    That is up to the vendor and how they schedule the shipping, which needs to be described in bid.

36. Are the Fee Numbers and/or Docket and page information on each page of the image?
    Yes.

37. Does the county have a Database file of the Fee Numbers and/or docket and page numbers that can be used for indexing and verification?
    No they are on each fiche/page/image.

38. Does the County know the reduction ratio used to create the microfiche?
    No.

39. What are the typical paper sizes? Are most of the documents 8.5x11?
    Yes some however are legal.

40. Does Phase 1 need to be 100% complete to begin Phase 2 and 3 etc or can the project be done on a rolling time frame? Phase 1 appears to be the most time consuming yet is allotted the least amount of time to be completed.
    Yes, Phase 1 needs to be completed prior to beginning Phase 2 and 3.

41. Will the county supply encrypted Hard drives or does the Vendor need to provide these?
    Vendor.

42. Will the county need to pull records while selected Vendor is working with fiche or does the county have a copy for its use?
    No. The county has a working copy.

43. Phase 1 calls for delivery of both JPG and Tiff. Our process would scan to JPG and then once image has been approved and cropped for optimum quality, a cope would be converted to a tiff file. Is this acceptable?
    Yes that is acceptable.

44. Is there a defined output format needed for Tyler Technologies? Is it XML, CSV or some other format?
    Please contact Tyler for that information. The contact information has been provided for you in the RFP.

45. Phase 2 references Color JPG. Is this a mistake, are there Color fiche, or does color refer to greyscale images?
Refer to greyscale images.

46. Can the Microfiche be picked up all at one time?
This is up to the bidder and will need to be part of their bid.

47. Can we pick up the microfiche and perform scanning and indexing at our facility (Off-site)?
Yes – again this is to be answered in the bid.

48. Will an out of state vendor be considered?
Yes – all vendors will be considered.

49. In your estimation what is the percentage of full jackets?
We have no idea on the % of full jackets.

50. Are the Fiche Originals or Duplicates Silver, Diazo?
Originals.

51. Does the fiche jacket's header contain index information? If so, does the information imprint or handwritten?
Typed/Imprinted.

52. Is the agency confident that it has overestimated the quantity?
Yes, we are confident.

53. Will out of State Vendors be considered?
Yes.

54. Will Fed Ex or other common courier be accepted?
Yes, as long as the transportation is insured and secure.

55. Is the vendor responsible for packaging the microfiche to ship to the vendor location?
The vendor is responsible for the secure transportation to and from the storage facility.

56. Phase 2 refers to group of the documents, does this mean a multipage file is required or does the county want single page files? JPG format does not allow for multipage files like Tiff format does.
The final product delivery should be in TIFF. The JPEG is strictly for the review and enhancement phase.

57. The Fiche will be picked up in Michigan. We are located in Los Angeles. Is the scope for us to return these back to Michigan after completion?
Yes, as on page 6 it is up to the offeror to state the secure transportation to and from the storage facility.

58. Can we ship this by a company like UPS or FedEx? Another option is for us to fly to Michigan, rent a Van and drive back to Los Angeles.
This is up to the offeror and again needs to be clearly stated in the bid.

59. Indexing: It is stated that we need to index by the fee number. How many digits is this? Is this on the image itself or on the header of the fiche sheet?
Indexing can be of docket and page and/or fee number the range of number varies throughout the years of this project.

60. Would it be ok to group the images together and index by the sheet (batch method). Or is each image separate and individually indexed.
Each images first page and the reference to its last pages needs to be indexed.

61. I want to confirm that the County would like two image types per image. Both TIFF and JPEG.
Yes, with the final product in TIFF.

REVISIONS:

1. On Page 7, first sentence, delete the language "A statement from Tyler Technology stating the Offeror's system is compatible with Tyler Technology system".

ADDITIONAL INFORMATION ATTACHED TO ADDENDUM NO. 2:

1. Exhibit "A"- Representative Sample of Microfiche

2. Exhibit "B"-Tyler Technology's Image Upload Format Specifications

This concludes Addendum No. 2 to Request for Proposals No. 092815. Please note the deadline for submitting questions has been extended to Thursday, January 21, 2016 at 3:00 P.M./MST. The Bid due date has been extended to Thursday, January 28, 2016 at 11:00 A.M.

Recording Requested by:
FIRST AMERICAN TITLE

When recorded mail to:

TOWN OF PAYSON
ATTEN: SAM STREICHMAN
303 N. BEELINE HIGHWAY
PAYSON, AZ 85541

$3.00 Refund   08/2.00

FEE # ___ 700006 ___ ck# 1
                                # PAGES 3
RECORDED AT THE REQUEST OF:
First American Title

DATE __JAN - 2 1997__ TIME _10:15_
OFFICIAL RECORDS OF GILA COUNTY, AZ
LINDA HAUGHT ORTEGA, RECORDER
BY: _____

CORPORATION
WARRANTY DEED

Escrow No. 237-200-528786

KNOW ALL MEN BY THESE PRESENTS: THAT

PAYSON CONCRETE AND MATERIALS, INC., AN ARIZONA CORPORATION

for the consideration of TEN AND NO/100 DOLLARS, and other valuable considerations, the GRANTOR herein does hereby convey to

TOWN OF PAYSON, AN ARIZONA MUNICIPAL CORPORATION

the GRANTEE,

the following described real property situate in Gila County, Arizona:

SEE EXHIBIT A ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

SUBJECT TO: Existing taxes, assessments, liens, encumbrances, covenants, conditions, restrictions, rights of way and easements of record.

And the GRANTOR does warrant the title against all persons whomsoever, subject to the matters above set forth.

IN WITNESS WHEREOF, the GRANTOR has caused its corporate name to be signed by the undersigned officer.

DATED: December 19, 1996

PAYSON CONCRETE & MATERIALS
BY: _____
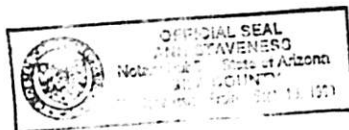GEORGE RANDALL, PRESIDENT

STATE OF ARIZONA   )
) ss.
County of Gila   )

This instrument was acknowledged and executed before me this _19th_ day of _December_, 19_96_ by GEORGE RANDALL who acknowledged to be the PRESIDENT of PAYSON CONCRETE AND MATERIALS, INC., AN ARIZONA CORPORATION , and that as such officer, being authorized so to do, signed the name of the corporation as such officer.

My Commission Expires:

9-18-99

_____
Notary Public

OFFICIAL SEAL
ANN STAVENESS
Notary Public - State of Arizona
GILA COUNTY
My Comm. Expires Sept 18, 1999

700006

EXHIBIT "A"

No. 237-200-528786

That portion of Government Lot 1 and the Northeast quarter of the Southwest quarter of Section 27, Township 11 North, Range 10 East of the Gila and Salt River Base and Meridian, Gila County, Arizona, more particularly described as follows:

BEGINNING at the intersection of the North line of said Southwest quarter of said Section 27 and the Easterly right of way line of State Route 87, said point lying North 89 degrees 58 minutes 51 seconds West, a distance of 1388.83 feet from the center of said Section 27;

THENCE South 01 degrees 39 minutes 31 seconds West, along the said Easterly right of way, a distance of 618.78 feet to the TRUE POINT OF BEGINNING;

THENCE South 89 degrees 58 minutes 51 seconds East, a distance of 645.66 feet to a point of curve;

THENCE along the arc of a curve to the left having a radius of 4955.00 feet, through 01 degrees 21 minutes 23 seconds of central angle, a distance of 30.82 feet to a point of tangent;

THENCE North 89 degrees 39 minutes 46 seconds East, a distance of 531.26 feet to a point of curve;

THENCE along the arc of a curve to the right, having a radius of 5045.00 feet, through 00 degrees 20 minutes 56 seconds of central angle, a distance of 30.72 feet to a point of tangent;

THENCE South 89 degrees 59 minutes 18 seconds East, a distance of 168.21 feet to a point on the East line of said Northeast quarter of the Southwest quarter, said point bearing South 00 degrees 00 minutes 42 seconds West, a distance of 615.00 feet from the corner of said Section 27;

THENCE South 00 degrees 00 minutes 42 seconds West, a distance of 90.00 feet;

THENCE North 89 degrees 59 minutes 18 seconds West, a distance of 168.21 feet to a point of curve;

THENCE along the arc of a curve to the left, having a radius of 4955.00 feet, through 02 degrees 20 minutes 56 seconds of central angle, a distance of 30.17 feet to a point of tangent;

THENCE South 89 degrees 39 minutes 46 seconds West, a distance of 531.26 feet to a point of curve;

Continue. . . .

700006

Page 2

Exhibit A:
(237-200-528786)

THENCE along the arc of a curve to the right, having a radius of 5045.00 feet, through 00 degrees 21 minutes 23 seconds of central angle, a distance of 31.38 feet to a point of tangent;

THENCE North 89 degrees 58 minutes 51 seconds West, a distance of 648.23 feet to a point on the Easterly right of way of said State Route 87;

THENCE North 01 degrees 39 minutes 31 seconds East, a distance of 90.03 feet to the TRUE POINT OF BEGINNING.
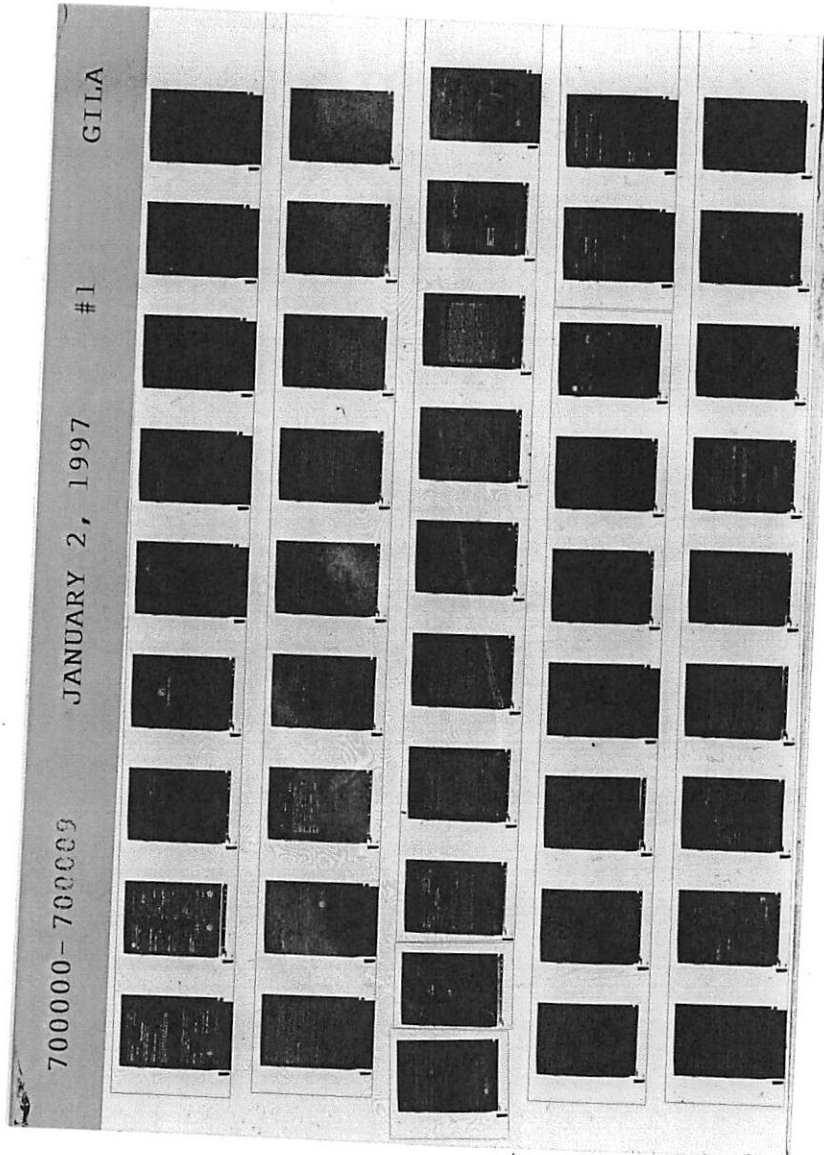
Eagle Recorder Specification for Historical Conversion of Data and Images/Attachments

Upload Process

The upload process involves coordination with the client, the selected vendor and Tyler. Some vendors work with Tyler regularly and others are new to Tyler, we will do our best to work with the selected vendor for feedback on scope, format of the upload file and answer any questions they may have. It is important that the client and vendor also be in communication since they have an agreement on what the scope is for their project. Below outlines the 'standard' upload process:

1. Tyler sends surveys to both the client and vendor to determine scope of the upload project, making sure everyone is on the same page
2. Client signs purchase order with Tyler for upload
3. If the vendor has not been provided with the conversion specification Tyler will provide it at this time. If the vendor has any questions about the required file format they can contact Tyler with those questions. A full validation cannot be run on the file until the entire file is provided.
4. If necessary Tyler will provide an extract of the data to the vendor, this is usually only needed if uploading to existing records
5. If the vendor has not been provided with a list of the valid document types in Eagle Recorder the client should do so at this time, the support team can assist with this as needed.
   a. If subdivisions will be uploaded a list of valid types should be provided as well
6. If there are any setup changes such as new document types or new fields the client should work with the support or implementation group to make the changes in their system
7. When the vendor has the file ready they should notify Tyler, or they can notify the client who should notify Tyler – a support incident stating that the file is ready for upload is the best method of notification.
8. The vendor should include a readme.txt file on the drive or DVD that is sent to the client, the readme should describe the files included (x is births to update existing records, x is marriages to create new records, the images are in this folder).
9. Tyler's conversion team will schedule the upload in the next available opening, this may take a couple of weeks, depending on the previously scheduled projects. Tyler will do our best to schedule it as quickly as we are able
10. Tyler will contact the client when they begin working on the upload, work with them to get it the drive, CD, or DVD onto the server if it is not already and answer any questions the client may have at this time
11. Tyler will validate the file format, if there are any issues we will send the list of problems to both the vendor and the client and determine the best course of action to correct those issues. Only file format issues can be identified through the validation, any indexing errors or image to index mismatches cannot be programmatically identified by Tyler.
12. Once the file passes validation it will be uploaded into the live Eagle Recorder application*
13. When the upload is complete Tyler will contact the client with information about how many records were uploaded and any other details important to the project.
14. The client is given <u>five business days to review the upload</u>. If there are issues with reviewing it in five days a new timeframe can be discussed. This review should be a cross section of records; it is not intended to be a review of all records uploaded.
15. After the client has accepted the upload the upload to CGR (countygovernmentrecords.com), the hosted website, and Disaster Recovery sites will both be updated with the new records. Tyler does wait to update these in case there are corrections that are found to be needed during the review period. Depending on the size of the upload Tyler may need to send a drive to the client, have it plugged in to the server to copy the data on to.

*if there are any pilot uploads or deletes in the purchase order they would be done as specified in the

purchase order prior to the full upload

Creating New Records vs Updating Existing Records

The Historical Conversion has the ability to both update existing records in the application and to create new records. It is critical to keep these two functions separate so data is not accidentally overwritten when it should not be. A separate upload is required when both functions are needed.

For uploads that create new records and/or images it is important that the Unique Id not be something that has already been used in the application for prior uploads. If a Unique Id were re-used it would overwrite existing data and images. A Tyler representative can provide feedback about how to best construct a unique id. Often times, adding a prefix to the id will ensure its uniqueness. Tyler is not responsible for checking if there are duplicate records.

In cases where existing records need to be updated with data and/or images a Tyler representative must first provide a report with the internal ids for the records. The internal ids provided on the report need to be used as the Unique Id in the pipe file. If a different Unique Id is used in the pipe file either a new record will be created or a different record with that Unique Id would be updated with the information. Once the upload has been run it cannot be undone, so it is critical to correctly match the unique id to the correct data and/or images in the file prior to the upload. Currently only records that can be updated through historical conversion are those that have been converted previously; those added by the client manually cannot be updated with this utility.

The historical conversion supports updating/modifying the document type only in recent versions, but only if it is a change of subtypes, within the same Idoc. For example you can change from a Deed to a Deed of Trust within the LANDRECORDS Idoc type, but we can update a document from a Historical IDoc Document to a Deed in the LANDRECORDS. If this functionality is desired please discuss with the conversion team prior to creating the file, from this discussion we can determine if the client is on the required version of code.

What is not included in the upload
- Historical Uploads do not typically include converting annotations or redactions, please consult Tyler if this service is needed. Tyler can provide further direction on how this is handled.
- Historical Uploads do not support uploading index or images to records that were recorded in the application directly, only records that were converted into Eagle Recorder. These records can be identified by the internal id DOCC, any records that have an internal id of DOC cannot currently be updated.
- Uploading to the Historical Index module in Eagle Recorder is covered under a different service. Uploading to a 'Historical' document type is not the same thing and is supported.
- Uploading more than a single time, additional uploads to correct data that was missing or incorrect in the originally provided file is not included in the cost of an upload unless specified in the purchase order. Tyler does their best to verify the format of the file prior to upload but is unable to verify the content is correct.
- Additional charges may apply for additional storage space on the client server or on the web hosted server.
- Changing configuration such as adding new doc types or new fields may require implementation services, they are not covered under the cost of an upload.
- Deleting Documents to be able to do an update which changes the document type between

different IDoc Types. For an example or two, converting from a Historical IDoc type to a LANDRECORD for from a Birth Record to a Death Record.

- ## File Format

Tyler Technologies standard data conversion requires data to be provided in a pipe-delimited ASCII text file.

- Each record must exist as its own row and must not wrap to a second row. A record should not exist on more than one row.
- The first row must be a header row, detailing what data will be contained within each column. The first character in the row should be a #.
- Each row must contain the exact same number of pipes.
- Each file must contain only one type of document. For each additional document type a new text file should be created. For example, all land records should be in one file but marriage records should be in a separate file because they have different fields than land records. For explanation on what the breakout should be please ask a Tyler representative.
  - When separate files are used they should still all be placed in a single directory, not each in individual sub directories. All images should be in one common file directory across all pipe files provided.

Required Fields

There are several required fields. Each row must contain:

- a unique Document Number (this is an internal number, like a primary key)
- a Document Number (this is a public number, like instrument, reception or filing number)
- a Document Type – the document type must match the id as stored in the county system, the county can provide a complete list of valid document types
- For some clients a book page (or book volume page) may be required
- Recording/filing date may be required. Most are stored as date/time fields; a date only field can still be uploaded.
- Depending on the type of record (land, birth, death etc.) other fields may also be required, this varies with each client site

If the Document Number is not unique, a column must be created that contains a unique number. In this situation, what the number is does not matter, only that it is unique.

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGE PATH|IMAGETITLE|GRANTOR|GRANTEE|LOAN AMT|NUM PAGES|DATE
1|2006022378123|DT||/Batch1/00000001.tif ||SMITH JOHN|KELLY SCOTT|50000|5|02/23/2006 9:58:59 am
2|2006022378124|WD||/Batch/00000056.tif ||MILLER SALLY|JOHNSON TIM|650000|2|02/23/2006 10:03:37 am
```

In this example, both records have the same document number, so a column is created which contains a unique number.

If, for example, you are converting records from two different systems that have the same numbering sequence, you could prefix all document numbers from one system to make them unique.

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGE PATH|IMAGETITLE|GRANTOR|GRANTEE|LOAN AMT|NUM PAGES|DATE
1|2006022378123|DT||/Batch1/00000001.tif ||SMITH JOHN|KELLY SCOTT|50000|5|02/23/2006 9:58:59 am
TYL-2|2006022378123|WD||/Batch1/00000056.tif ||MILLER SALLY|JOHNSON TIM|650000|2|02/23/2006 10:03:37 am
```

In this example, both records have the same document number because they came from two different systems, so all numbers from the "second system were prefixed with TYL- to make them unique. For uploads after go live, using the work order number as a prefix is a good way to identify/link the new records to when they were uploaded.

Special Characters

Several special characters are used in the data conversion pipe-delimited text files. These special characters and their uses are described below.

Backslash (\)

The backslash (\) is used as an escape character. If there are other special characters in the data that are to remain, they must be escaped by a back slash (\). The image path should use a forward slash rather than a backslash.

Pipe (|)

The pipe (|) is used to separate fields. If there are other pipes in the data that are to remain, they must be escaped by a back slash (\).

Example of two fields:	field1|field2
Example of two fields with an existing pipe:	field\\|1|field2

In the second example, the pipe between the word field and the digit 1 would remain in the data and be converted as field|1.

Comma (,)

The comma (,) is used to separate multiple instances within a field. If there are other commas in the data that are to remain, they must be escaped by a back slash (\).

Example of two Names:	Smith John, Smith Mary
Example of two Names with existing commas:	Smith\\, John, Smith\\, Mary

In the second example, commas were used when indexing to separate the last name from the first name.

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGE PATH|IMAGETITLE|GRANTOR|GRANTEE|LOAN AMT|NUM PAGES|DATE
1|2006022378123|DT||/Batch1/00000001.tif ||SMITH\, JOHN, SMITH\, AARON|KELLY SCOTT|50000|5|02/23/2006 9:58:59 am
```

In this example the Grantors would be converted as:
Smith, John
Smith, Aaron
And the Grantee as:
Kelley Scott

ASCII 254 (þ)

Extended ASCII Character 254 (þ) is used to separate sub fields within a field. A Tyler representative can inform you if the current configuration contains any sub fields.

Book/Page. Most commonly this is used in the Book/Page field to separate the Book and Page.

```
DOC NUM|BOOKPAGE|REC DATE|NUM PAGES
2018976|135þ42|3-June-06 03:42:10 pm|7
2018977||3-June-06 03:51:13 pm|3
```

In the first example, the document is Book 135 Page 42. The Book and Page numbers are separated by Character 254. In the second example, that document did not have a Book and Page and was therefore empty.

Book/Volume/Page. The Book/Volume/Page composite is used primarily in Texas.

DOC NUM|BOOKVOLUMEPAGE|REC DATE|NUM PAGES
2018976|OR þ135 þ42|3-June-06 03:42:10 pm|7
2018977| |3-June-06 03:42:10 pm|7

In the first example, the document is Book OR Volume 135 Page 42. The Volume, Book and Page numbers are separated by Character 254. In the second example, the document did not have a Book, Volume and Page; the column was therefore empty

Return Address. Character 254 is also used in return addresses, as shown below.

|ADDRESS1ÞADDRESS2þCITYþSTATEþZIPÞCOUNTRY|

If there is not a Return Address, the column would be empty.

Legal Descriptions. Character 254 is also commonly used in legal descriptions. There are several legal description options. A decision will need to be made to determine which option is best suited for your county's needs.

The most common legal description composites are listed below. The Tyler Technologies Project Manager may decide to use one or multiple legal composites.

legalPlatted
LOTþBLOCKþTRACTþSUBDIVISIONþUNIT

If there are multiple lots they should each be indexed on a separate instance to allow for correct searching. Separating lots by spaces or dashes will cause problems with searching. If the legal is for subdivision 101A, block 9, lots 2 and 3, no unit or tract it should be presented as:
2þ9þþ101Aþ, 3þ9þþ101Aþ

legalPLSS
RANGEþTOWNSHIPþSECTIONþQUARTERSECTIONþSIXTEENTHSECTIONÞTRACT

Similar to lots described above multiple sections should be presented on individual instances. For a legal for Sections 2-4, Township 5, Range 6 it should be presented as:
6þ5þ2þþþ, 6þ5þ3þþþ, 6þ5þ4þþþ

legalSurvey – used mainly in Texas
ABSTRACTþSURVEYþBLOCKþTOWNSHIPþSECTIONþTRACTþACRES

legalTownship – used mainly in Michigan
TRACTþSIXTEENTHSECTIONþQUARTERSECTIONþSECTIONþTOWNSHIP

Names
When indexing Grantor and Grantee names it is standard to index them with last name first name without a separating comma. For searching purposes it is also recommended that any suffixes follow

the first name rather than the last name. If the county has a different process this should be discussed with the Tyler representative. Example below:

First Name: Bill
Middle Name: Scott
Last Name: Smith
Suffix: JR

The name should be converted to show: Smith Bill Scott JR

Most vital records have first, last, middle names separated. Please inquire with the county before indexing these.

North Carolina Names
Names in North Carolina are indexed in a specific way which requires a special format when uploading data.

NameþStatusþSetOutþHumanþSuffixþSurnameþSlipVerify

Name – first name if human, company name if non human
Status – type of name – such as Collector, Agent, AKA, Assumed, DBA, Trustee etc. Each client has a unique list, the list much match exactly
SetOut – leave blank
Human – Boolean – true or false for human or company (**required**)
Suffix – JR, SR, II, III, IV, V, VI
Surname – last name if human
Skip Verify – set to false (**required**)

Iowa Names
If indexing names for an IA site please inquire about the name formatting, there are special rules for this state as well.

Date Formats

All date fields must be formatted into a recognizable date format. Acceptable formats are listed below. The am and pm are case sensitive and must be all lowercase. MM indicates that digits are used for the month (i.e. 12 is used for December). MMM indicates that the month's abbreviation is spelled out in all upper-case letters (i.e. JAN, FEB, etc.).

NOTE: Microsoft SQL Server does not allow converting in dates prior to 1/1/1753. If dates exist prior to this please discuss options with Tyler.

yyyy/MM/dd
MM/dd/yyyy hh:mm:ss am (or pm)
MM/dd/yyyy hh:mm:ss
MM/dd/yyyy hh:mm am (or pm)
MMM dd, yyyy hh:mm:ss am (or pm)
MM/dd/yy
dd-MMM-yy
dd-MMM-yy hh:mm:ss am (or pm)

Other Formats

For questions of formatting of other fields such as SocialSecurityNumbers or Phone numbers please consult with your Tyler representative. The formatting can be specific to each site. Similarly, any fields using a list/table, like subdivisions, to store values on documents must match the key exactly.

File Layout and Standard Conversion

The fields will be laid out in the following order. If the data does not exist to convert the column should be left empty (looking like ||). The remaining indexed fields will be put after these five fields, include a header row so these rows can be identified.

Document Types

Column #	Name	Required	Type	Multi-Instance (sequences)	Notes
1	**Unique Document Number**	Required			If updating existing records this must match the InternalId as stored in Eagle Recorder. An extract can be provided with this informantion. **Max length of 60**
2	**Document Number**	Required			The external document number, reception number
3	**Document Type**	Required			the id, not description
4	**Date**				Typically the RecordingDate
5	**Image Doc Code**				See below
6	**Image Path**				Only use when updating images
7	**Image Title**				See below

*As noted earlier in this document other fields may also be required such as book page, this is site dependent.

Image/Attachment Specification

Tyler Technologies standard image conversion requires images to be in one of the following formats:
- Tif Images:
  - group IV compression
  - TIFF format (tagged image file format) and compliant with the TIFF 6.0 specification as defined at http://partners.adobe.com/public/developer/en/tiff/TIFF6.pdf
  - Either 200dpi or 300dpi – if using the annotation conversion the images must be 300 DPI. Please ask for annotation specification if it is needed.
  - black and white
  - Single-page TIFF images should be stored in .001 - .0NN (for the page numbers) extensions. Multi-page TIFF images should be stored in TIFF extensions.

- Images must be oriented correctly (right side) up
- Total attachment size can be no larger than 65 Mb

Providing Image Data

Tyler Technologies will create the file that maps the data to the images. The county is responsible for providing the definition for how it is mapped as well as ensuring that the above image requirements are met. Images and the associated pipe file must be provided to Tyler via external hard drive. The hard drive will be plugged into the application server.

Pipe-Delimited File

Images can be named anything and put in any structure as long as the pipe file contains the appropriate linking information.

Image Document Code

If the image is to be a different document code from the data, you can use an optional document code column in the pipe file to specify the image's document code. For example, if the data is public but the image should be confidential, the document code column would contain a confidential document code.

This can also be used with records with multiple attachments. For example, the first attachment may be the record's image and should be available to the public, but the second attachment may be a confidential. In this case, the document code column would contain two values, separated by a comma – the first value being the document code for the first attachment and the second value being the document code for the second attachment. The document codes are confidential and should be used as shown in the example below. A Tyler representative can provide a list of the available document codes to be used.

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGE PATH|IMAGETITLE|GRANTOR|GRANTEE|LOAN AMT|NUM PAGES|DATE
1|2006022378123|DT||/Batch1/00000001.tif ||SMITH JOHN|KELLY SCOTT|50000|5|02/23/2006 9:58:59 am
TYL-2|2006022378123|WD|CONFIDENTIAL|/Batch1/00000056.tif ||MILLER SALLY|JOHNSON TIM|650000|2|02/23/2006 10:03:37 am
```

In the first example the image will get the default document code. In the second example a Confidential document code will be applied to the attachment.

Images Named By Document Number

Images can be named by Document Number, followed by the page number of the image as the extension.

In the following example, there are five different documents of varying length. All images are stored on the D drive in Year\Month\Day folders.

```
D:/2006/JUN/30/01245281.001 ---> instrument #1245281, page 1 of 7
D:/2006/JUN/30/01245281.002 ---> instrument #1245281, page 2 of 7
D:/2006/JUN/30/01245281.003 ---> instrument #1245281, page 3 of 7
D:/2006/JUN/30/01245281.004 ---> instrument #1245281, page 4 of 7
D:/2006/JUN/30/01245281.005 ---> instrument #1245281, page 5 of 7
D:/2006/JUN/30/01245281.006 ---> instrument #1245281, page 6 of 7
D:/2006/JUN/30/01245281.007 ---> instrument #1245281, page 7 of 7
D:/2006/JUN/30/01245282.001 ---> instrument #1245282, page 1 of 2
D:/2006/JUN/30/01245282.002 ---> instrument #1245282, page 2 of 2
D:/2006/JUN/30/01245283.001 ---> instrument #1245283, page 1 of 1
D:/2006/JLY/1/01245284.001 ---> instrument #1245284, page 1 of 5
D:/2006/JLY/1/01245284.002 ---> instrument #1245284, page 2 of 5
D:/2006/JLY/1/01245284.003 ---> instrument #1245284, page 3 of 5
D:/2006/JLY/1/01245284.004 ---> instrument #1245284, page 4 of 5
D:/2006/JLY/1/01245284.005 ---> instrument #1245284, page 5 of 5
```

For this example, the pipe file should contain the following entries:
```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE
1|1245281|WD||2006/JUN/30/01245281.*|
```

```
2|1245282|WD||2006/JUN/30/01245282.*|
3|1245283|DT||2006/JUN/30/01245283.*|
4|1245284|DT||2006/JLY/1/01245284.*|
```

Images Named By Book and Page

In the following example, the same five documents are named by Book and Page, instead of Document Number. They are stored in the same file format.

```
D:/2006/JUN/30/04440555.001 ---> Book #444, Page 555, page 1 of 7
D:/2006/JUN/30/04440555.002 ---> Book #444, Page 555, page 2 of 7
D:/2006/JUN/30/04440555.003 ---> Book #444, Page 555, page 3 of 7
D:/2006/JUN/30/04440555.004 ---> Book #444, Page 555, page 4 of 7
D:/2006/JUN/30/04440555.005 ---> Book #444, Page 555, page 5 of 7
D:/2006/JUN/30/04440555.006 ---> Book #444, Page 555, page 6 of 7
D:/2006/JUN/30/04440555.007 ---> Book #444, Page 555, page 7 of 7
D:/2006/JUN/30/04440556.001 ---> Book #444, Page 556, page 1 of 2
D:/2006/JUN/30/04440556.002 ---> Book #444, Page 556, page 2 of 2
D:/2006/JUN/30/04440557.001 ---> Book #444, Page 557, page 1 of 1
D:/2006/JLY/1/04440558.001 ---> Book #444, Page 558, page 1 of 5
D:/2006/JLY/1/04440558.002 ---> Book #444, Page 558, page 2 of 5
D:/2006/JLY/1/04440558.003 ---> Book #444, Page 558, page 3 of 5
D:/2006/JLY/1/04440558.004 ---> Book #444, Page 558, page 4 of 5
D:/2006/JLY/1/04440558.005 ---> Book #444, Page 558, page 5 of 5
```

For this example, the pipe file should contain the following entries:
```
1245281|2006/JUN/30/04440555.*
1245282|2006/JUN/30/04440556.*
1245283|2006/JUN/30/04440557.*
1245284|2006/JLY/1/04440558.*
```

Images Named By Something Other Than Identifying Number

In the following example, the same five documents are all stored in a Batch1 folder on the E drive and are not named by any identifying number.

```
E:/2006/Batch1/00000001.001
E:/2006/Batch1/00000002.001
E:/2006/Batch1/00000003.001
E:/2006/Batch1/00000004.001
E:/2006/Batch1/00000005.001
E:/2006/Batch1/00000006.001
E:/2006/Batch1/00000007.001
E:/2006/Batch1/00000008.001
E:/2006/Batch1/00000008.001
E:/2006/Batch1/00000009.001
E:/2006/Batch1/00000010.001
E:/2006/Batch1/00000001.001
E:/2006/Batch1/00000012.001
E:/2006/Batch1/00000013.001
E:/2006/Batch1/00000014.001
```

E:/2006/Batch1/00000015.001

Semicolons are used to separate multiple pages that go to a single attachment. For this example, the pipe file should contain the following entries:

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE
1|1245281|WD||2006/Batch1/00000001.tif;2006/Batch1/00000002.tif;2006/Batch1/00000003.tif;2006/Batch1/00000004.tif;2006/Batch1/00000
005.tif;2006/Batch1/00000006.tif;2006/Batch1/00000007.tif|
2|1245282| WD||2006/Batch1/00000008.tif;2006/Batch1/00000009.tif;2006|
3|1245283| DT||2006/Batch1/00000010.tif|
4|1245284|DT||2006/Batch1/00000011.tif;2006/Batch1/00000012.tif;2006/Batch1/00000013.tif;2006/Batch1/00000014.tif;2006/Batch1/000000
15.tif|
```

Multi Page TIFF Images

Multi page TIFF images can also be used. All pages of the TIFF will be converted as the document's image. Multi page TIFF images should have a .tif extension.

Documents with Multiple Attachments

Commas are used to separate multiple attachments for the same document. In the following pipe file example, document 1245281 has two attachments. The images are stored in two different locations.

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE
1|1245281| DT||2006/JUN/30/04440555.*,PCOR/2006/JUN/30/04440555.*|
```